



OTAY RANCH FIVE COMMUNITY ASSOCIATION – LONG TERM GUEST PASS APPLICATION

In addition to regular Visitor Passes, which guests can obtain at either entrance to Otay Ranch Five, each owner of a single family home and each owner of a condominium unit within Otay Ranch Five is entitled to obtain one (1) Long Term Guest Pass for use by a frequently visiting family member or other visitor. A maximum of one (1) Long Term Guest Pass will be issued to each household per month.

The Long Term Guest Passes are intended for frequent guests only (i.e., persons who are likely to enter Otay Ranch Five at least fifteen (15) days within a one (1) month period).

Because Prohibited Vehicles cannot be parked in Otay Ranch Five, except within a garage, a Long Term Guest Pass will not be issued for Prohibited Vehicles.

A Long Term Guest Pass may be obtained at any time during the month. However, unless a shorter duration is requested, a Long Term Guest Pass will expire the first day of the month after the pass is issued. (For example, a Long Term Guest Pass issued in June will expire on July 1st.) Anyone wishing to extend the Long Term Guest Pass for a specified frequent guest must apply for a new Long Term Guest Pass each month that such a pass is desired.

The Long Term Guest Passes are person and vehicle specific. Each pass may only be used by a specified regular guest and his/her primary vehicle.

Owners shall be liable for any use of an expired Long Term Guest Pass. For this reason, all owners are encouraged to collect expired Long Term Guest passes from their frequent visitors.

To obtain a Long Term Guest Pass, completely fill out this form and mail or e-mail it, with required attachments, to:

Otay Ranch Five Community Association
C/O Walters Management
2300 Boswell Road, Suite 115
Chula Vista, CA 91914
[Email: csalas@waltersmanagement.com](mailto:csalas@waltersmanagement.com)

Please note, applications will not be accepted by facsimile.

Only complete application forms with all required information and attachments will be processed. General processing time is 3 business days of receipt.

Required Documentation:

A copy of all of the following documents must be included with this application or no Long Term Guest Pass will be issued:

- 1) The current vehicle registration for the vehicle;
- 2) Proof of current insurance for the vehicle; and
- 3) A copy of a recent bill sent to the recipient of the Long Term Guest Pass (i.e., the applicable visitor) at his/her home confirming that he/she does not live in Otay Ranch Five (e.g. gas bill, water bill, cable bill,

